

Executive Medical Department Enlisted Course Welcome Letter

Welcome to the Naval Medical Education and Training Command (NMETC) and the Bethesda/Gaithersburg areas.

1. Funding and Per Diem

All travel and per diem is paid by NMETC BETHESDA. NMETC does not fund rental cars.

2. Schedule

Classes begin on **Mondays, at 0730 in Room 1603 in Building 1 (Tower) on the Bethesda compound.** **Friday**, graduation day is a FULL day; departing flights should be late Friday (after 2100) or early on Saturday due to DC traffic (all student from OCONUS and out-of-state will be authorized to stay until Saturday as needed).

3. Hotel Accommodations

All students stay at the **Holiday Inn Gaithersburg; rooms are paid for in advance by NMETC (NOTIFY student Support if you receive a bill).** Go to www.holiday-inn.com (then enter Gaithersburg in the "Find a Hotel" to find out about the restaurants and attractions in the area). Reservations are made by our Student Support staff, so all you have to do is check-in. For general information the hotel's number is 1-301-948-8900.

4. Transportation to and from class

NMETC provides government bus transportation for attendees staying at the **Holiday Inn in Gaithersburg at 0630 each morning for class (0615 the morning of the BUMED Visit).** There is a shuttle (upon request) for sightseeing transportation to the nearest Metro Station.

5. Transportation to the NNMC Bethesda Area

Airport transportation: NMETC is North of Washington DC and is approximately equal distance from both Washington National (a.k.a. Ronald Reagan DCA) and Dulles (IAD) Airports. There is also Baltimore Washington International (BWI). Shuttle fares range from \$28.00 to \$45.00 depending on which airport and the shuttle service used. www.supershuttle.com is one well-known local shuttle services. Taxis are more expensive.

Driving & Parking: www.mapquest.com may assist you with driving directions. Parking is extremely limited so arrive early and park in Lot "G" or in the patient/visitor-parking garage. The **exit** off of Capitol Beltway (**I-495**) is **Route 355/8901 Wisconsin Ave South** to reach the National Naval Medical Center compound where NMETC is a tenant command.

6. Uniform

The uniform of the day is **Service Khaki**. If your luggage is lost, you may come to class in civilian attire.

7. Dining, Banking, and Uniform

There are several restaurants located on what we call "Main Street" just down the hall from the classroom for breakfast or lunch; there is also the NNMC Galley for lunch.

Navy Federal Credit Union, Uniform Shop, and a Post Office, are also close by for use during lunch since breaks between lectures are NOT normally long enough.

8. Command Contacts

Student Support	(301) 295-2355 (DSN Prefix 295); Fax: (301) 295-1292.
Course Coordinator	(301) 319-4971 (DSN Prefix: 285)
NMETC Command Duty Officer	(301) 295-1251 (off duty hours pager number provided on answering machine).
For SELRES Personnel	PH 301 319-4966 FAX 301-295-0621